



EMPLOYMENT OPPORTUNITY WITH JUDICIAL BRANCH OF ARIZONA IN MARICOPA COUNTY

Special Projects Manager

Salary Range: \$60,944 – \$73,340 – \$85,717

Depends on Experience

Open Until Filled – First Review of Resumes will be September 4th

Location Address:

Old Courthouse
125 W Washington St.
Phoenix, AZ 85003

Essential Functions:

- Provide considerable input into the development and implementation of the future court case management system as related to the court's mission.
- Direct the development and implementation of business process improvements. This position will be instrumental in the Business Process Analysis and Modeling (BPAM) that will occur in the Superior Court during the next five years and is required to analyze and improve court-wide processes. The process improvements identified by BPAM will likely require information technology services and the BPAM will create the required notation for CTS programming. The BPAM will be responsible for understanding the processes in detail and identifying and recommending the improvement or elimination of redundancies or inefficiencies in operations and in the case management system.
- Create websites ideas and content.
- Develop case management screen examples and provide system testing as the various case management modules are developed.
- Direct the implementation of the case management system with court operations, analyze project results and provide recommendations on how to improve results and service delivery and train end users.
- Identify operational problems and develop solutions through the use of technology.
- Lead and direct special operational and organizational studies/projects.
- Lead and conduct studies and projects related to administrative and operational concerns; coordinate and provide significant input into the development and implementation of goals, objectives and policies for multiple administrative functions.
- Develop and implement long-range strategic goals and objectives; research sensitive issues and develop recommendations.
- Ensure that functions or programs are in compliance with statutes and rules.

- Create required notation and business process mapping for programming through observation, interviews, document analysis, workshops and workflow analysis.
- Understand court operations and identify and recommend the improvement or elimination of redundancies.
- Lead the court in eliminating paper where possible

Position Qualifications:

Bachelor's degree in business administration, public administration or related field and four years related professional administrative experience managing projects and conducting complex research and analysis. Or an equivalent combination of education and experience substituted on a year-for-year basis.

Preferred Experience:

Master's degree and experience working in a court system.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of administration, data processing, court organization, functions and services; laws, rules and regulations pertaining to the judicial process. The incumbent must possess the ability to establish and maintain effective working relationships with others; analyze complex data and draw logical conclusions; communicate both orally and in writing; plan, organize and direct administrative services; interpret and make decisions concerning Court administration in accordance with laws, regulations and policies. Facilitation, interviewing and listening skills, to talk with individuals and groups about their needs and ask the right questions to surface essential requirements information. Analytical skills, to critically evaluate the information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a more general understanding, distinguish presented user requests from the underlying true needs, and distinguish solution ideas from requirements. Writing skills, to communicate information effectively to Judicial Officers, managers, and technical staff. Organizational skills, to work with the vast array of information gathered during elicitation and analysis and to cope with rapidly changing information. Modeling skills, to represent requirements information in graphical forms that augment textual representations.

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 11 paid holidays. This position is Unclassified and not covered by the Judicial Merit Rules. **EOE**

How to Apply:

Submit a cover letter and résumé via email to:

Email: andersonm005@superiorcourt.maricopa.gov